

**Rush University**  
**Request for Letter of Recommendation**

Letters of recommendation which are made from the recommender's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. If, however, the student wishes the recommender to include personally identifiable information from a student's education record (such as grades, GPA, etc.) the student must provide a signed release.

Directions:

- 1) Please complete the below form and either mail, fax or send it to the person who will be writing the letter on your behalf.
- 2) Letters of recommendation can be faxed if so desired. Please provide the fax number below.
- 3) Recommender: Please make a copy of the letter of recommendation and attach the copy to this form. Retain the documentation in your personal files for one year.

I, \_\_\_\_\_, *(please print your name and include your student ID number)*  
give my permission to Rush University to provide a recommendation on my behalf to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_

Name of Rush faculty/staff member you wish to complete the recommendation:

\_\_\_\_\_

Rush University has my permission to include in the recommendation:

*(Mark any that apply)*

- Grades for any or all classes
- Grades for the following courses: \_\_\_\_\_
- Grade point average (GPA)
- Clinical activities information
- Other \_\_\_\_\_

*Check one:*

- I waive my right to review a copy of this letter at any time in the future.
- I do not waive my right to review a copy of this letter at any time in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date